

PROPERTY CUSTODIAN 101

LSU Agricultural Center, J Norman Efferson Hall BATON ROUGE, LA

GSA PROPERTY MANAGEMENT SEMINAR

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**FREE FREE FREE FREE FREE FREE FREE**  
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WHEN: WEDNESDAY, August 18, 2010
(8:30 AM – 4:00 PM)

WHERE: Louisiana State University
Agricultural Center Room # 214
Corner of Highland Rd & East Parker
Baton Rouge, LA 70803

TRAINER: JAIME HERNANDEZ
Area Property Officer
General Services Administration

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**GSAXcess Property Disposal Solutions** - A website designed for the Disposal of excess property. Learn how to report property and acquire or dispose of property no longer needed. What's new with GSAXCESS...

❖ **GSAAuctions** – A Website designed to provide agencies an avenue for the selling of excess property.

❖ **Computers for Learning** - How agencies can transfer excess computer equipment directly to schools and the other services provided by GSA's Property Management Division.

**Other Topics:** What GSA Does for You in Property Disposal. FEDS Guidelines. The Responsibilities of Property Custodians. The Steps in Reporting Your Property. What To Do and What Not To Do During Inspection. How To Segregate Property Into Lots. How To Write Property Descriptions. The Importance of Advanced Copies of Descriptions. What To Do About Discrepancies After Property Is Reported. How To Handle Payment and Removal of Property. Legal Issues.



**FREE FREE FREE FREE FREE FREE FREE**

## REGISTRATION FORM

# "Free Seminar"

**NO COST!!**—(*Except your travel & per diem*)

### ***Property Custodian 101***

**Wednesday, August 18, 2010**  
**8:30am to 4:00 pm**

LSU Agricultural Center  
J. Norman Efferson Hall, RM 214  
Corner of Highland Rd & East Parker Blvd  
Baton Rouge, LA 70803



**FULL NAME** \_\_\_\_\_

**AGENCY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NO** \_\_\_\_\_

**FAX NO** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**To REGISTER:** Complete the above registration information and respond no later than **Tuesday, August 10, 2010** via e-mail to [Jaime.Hernandez@GSA.GOV](mailto:Jaime.Hernandez@GSA.GOV). Or FAX your registration to **(210) 509-0918**.

*We appreciate your business and look forward to seeing you at the seminar.  
For more information, please contact*

***Jaime Hernandez,***  
***GSA Area Property Officer***  
***(210) 509-3407***

# Louisiana State University Efferson Hall Room 214

